



SUNSET RIDGE SCHOOL DISTRICT 29

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Cultivating a learning community that engages the hearts and minds of students, one child at a time

SUNSET RIDGE SCHOOL DISTRICT 29 TECHNOLOGY SYSTEM ACCESS AND ACCEPTABLE USE PROCEDURES (AUP) FOR STUDENTS

The purpose of the Sunset Ridge School District 29 Technology System is to advance and promote educational opportunities, innovation and excellence and provide students access to a worldwide array of academic resources consistent with the goals of our District. These resources are being provided to enrich educational activities as well as improve communications between the District and community.

The District 29 Technology System consists of but is not limited to network servers, services and systems, email, computers, tablets, and/or mobile devices, software and other applications, web-based resources, hardware, printers, scanners, Interactive Whiteboards and handheld devices not yet adopted or implemented. It is required that all network systems and resources be used for school-related activities only in a responsible, efficient, ethical and legal manner. The rules and conditions of this AUP apply to all above stated District technology resources wherever and whenever they are being accessed, as well as personal devices being used in the school environment.

The District 29 Technology System was established to comprise part of the and is intended by the Board of Education to function in support of the curriculum and of students' mastery of the curriculum. The System does not constitute a public forum. The District reserves and retains the right to regulate the content of and links to the System. The District also has the right to and does monitor use of its System. Except as provided by federal and state statutes protecting the confidentiality of students' education records, no user of the System has an expectation of privacy in connection with such use.

With respect to any of its computers, tablets, mobile or handheld devices with Internet access, the District will use technology protection measures in compliance with the Children's Internet Protection Act (CIPA) to protect minors and all users against access through such computers to visual depictions that are obscene, constitute child pornography or are otherwise harmful to minors.

The Board of Education further recognizes that the effective operation of the System depends upon the existence and enforcement of guidelines rules for the efficient, ethical and legal use of its resources. The Administration will adopt and enforce

rules that limit the acceptable and ethical use of the System to educational purposes. Such rules shall be distributed to District employees, students and other members of the District 29 community who are afforded access to the system.

Violation of the AUP Rules shall be subject to consequences including but not limited to loss of system access privileges and referral to law enforcement authorities or other legal action as deemed appropriate.

The rules shall, among other points, address:

1. Expectations for responsible use of the District Technology System as well as personal devices used in the educational environment;
2. Measures designed to restrict access by minors to inappropriate matter on the Internet and Web;
3. The safety and security of minors when using electronic mail, group chats, and other forms of digital communication resources and devices;
4. Unauthorized access, including "hacking" and other unlawful activities by minors and other users online;
5. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors or other persons;
6. Consequences for violation of rules.

STUDENT AUP Rules of District 29 Technology Systems

All users of the District Technology System must comply with the District AUP Rules as amended from time to time. Students are expected to abide by the technology rules set forth in this document. They are responsible for their actions and activities involving the District 29 Technology Systems and personal devices used in the school environment and if allowed at home.

The District provides access to the Technology System as a privilege. The Superintendent and/or School Principal with consult from necessary parties will make all decisions regarding whether or not a user has violated the rules and/or its related regulations and may deny, revoke, or suspend access at any time.

Students should have no expectation of privacy in their use of the system, resources and devices. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message or file sent, received, or stored on the Technology System. The District has the right to and does monitor use of the system, resources and devices by students, including students' access of the Internet, as part of system maintenance and to determine whether the use is consistent with federal and state laws and District policies and rules.

A. Students Will:

1. Be responsible for the proper care, storage, transport and utilization of District technology resources in school and if allowed at home. Students will be held accountable for lost or damaged equipment even if the loss or damage and/or due to careless use.
2. Follow all rules concerning copyright and cite resources appropriately.
3. Use software and applications in accordance with the District licensing agreements.
4. Be polite and considerate in all forms of electronic communication.
5. Keep all passwords, electronic accounts and personal information about themselves and others private, including email, home addresses, phone numbers and photos.
6. Report any knowledge of inappropriate use, security risk or illegal activity on District 29 technology resources to a teacher, administrator or other District technology employee.
7. Respect privacy and the work of others when using shared District technology resources.
8. Keep all personal electronic or cellular devices turned off and secured in a locker during school hours unless special permission has been granted by their teacher, the Director of Technology or school administrator. These items include but are not limited to:
 - a. Cell phones
 - b. Tablets
 - c. Mp3 players
 - d. Cameras/video recorders
 - e. All other recording devices

B. Students will NOT:

1. Engage in activities that are not related to District educational purposes or which are disruptive to classroom instruction.
2. Knowingly conduct any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any US or state regulation.
3. Communicate in a way that could be perceived as bullying, intimidating, harassing or threatening.
 - a. No use of the District Systems or devices to bully or intimidate other individuals.
 - b. No use of vulgarities, obscenities or any other inappropriate language.
 - c. No targeting an individual or group of individuals because of sex, color, race, religion, disability, national origin, or sexual orientation.
 - d. No participating in activities that support hate, racism or sexism.
4. Engage in unauthorized downloading or transferring of any software or applications regardless of whether they are copyrighted or scanned for viruses (including documents, images, audio and video clips, etc.).
5. Use personal devices during school hours without permission.
6. Use the network for commercial or private advertising.

7. Waste technology resources, such as paper, toner, file space, and bandwidth.
8. Attempt to hack or gain unauthorized access to files, resources or entities.
9. Intentionally invade the privacy of individuals, by the unauthorized disclosure, dissemination or use of information about anyone that is of a personal nature.
10. Use another student's or other user's account or password.
11. Access or modify other people's files when collaborating or sharing devices.
12. Post or modify material and resources authored or created by another without his/her consent.
13. Post anonymous messages (unless it is part of an academic activity that is approved by an instructor or administrator).
14. Use the District network or devices while access privileges are suspended or revoked.
15. Attempt to destroy, modify, overload, or otherwise abuse any District owned technology system and/or resources in any way.

C. Careless Use of District Technology Resources

All students will be instructed on the proper care and use of District technology resources and devices at the beginning of the year and frequently throughout the year. They will be held accountable for damage or loss even if accidental or due to carelessness. This includes damage or loss as the result of improper storage, transport and utilization.

D. Vandalism

Vandalism or attempted vandalism to the District 29 Technology System, services and/or resources, is prohibited and will result in discipline and/or potential legal action as set forth in Section I of these AUP Rules. Vandalism is any malicious attempt to harm or destroy property or data of the District Technology System and its users. This includes but is not limited to:

1. Intentionally damaging District technology equipment;
2. Downloading, uploading or creating computer viruses;
3. Intentionally overloading computer storage and bandwidth capacity;
4. Attempting illegal access to or modification of information held in restricted sties ("hacking");
5. Unauthorized removal of technology equipment and resources belonging to teacher, students or the District from the district buildings.

E. Discipline Regarding Off Site Abuse of Technology

The District may discipline a student whose off-site use of school or personal devices causes or can reasonably be expected to cause a substantial disruption of the school environment, regardless of the activity or disruptor's use of the System. This includes but is not limited to off-site activities such as electronic communication, social networking, and web-site posting.

F. Web Site Publishing

1. All content on any web-site created by a student using the District 29 Technology System, including links to sites outside the District pages, must receive approval by the classroom teacher or an administrator. All contents of a web-site created by a student using the system, must conform to the AUP Rules.
2. Copies of videos, photos and student projects may not be posted on any public web-site without proper authorization and consent.

G. Personal Devices

At times students may be granted permission to use their personal devices, such as, but not limited to laptops, smart-phones, mp3 players, tablets, etc., in school for academic purposes. Under these circumstances, devices will receive the same type of filtered Internet access as the Sunset Ridge District 29 technology system resources. The use of personal devices in the school environment requires approval of the Administration and the Director of Technology. The school reserves the right to restrict access for any guest/personal devices for any reason. Students may not access the Internet or engage in any other communication using personal devices during school hours unless such access is by means of approved Internet access provided by the District.

H. Disclaimer/Indemnification

1. The District makes no warranties of any kind whether expressed or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. The District is not responsible for the accuracy or quality of information obtained through the system.
2. The District is not responsible for any user's intentional or unintentional access of the material on the Internet that may be obscene, indecent, or of an inappropriate nature. The District will make every attempt to filter, monitor and prevent access to such sites.
3. The user and his or her parents or guardian agree to indemnify the Sunset Ridge School District 29 for any losses, costs or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of the Student AUP Rules and Agreement including such incurred through copyright violation.

I. Consequences for Violations

Failure to comply with the AUP Rules and any administrative regulations and rules governing the use of the District Technology System, will result in disciplinary action by staff, administration, and/or the Board of Education. Consequences may include but are not limited to the actions listed below.

1. Minimum disciplinary action will include a reprimand by teacher or administrator.
2. Additional actions as deemed appropriate will include:

- a. Parent notification
 - b. Parent conference
 - c. Loss of access to specific technology and/or designated area for an undetermined amount of time
 - d. Restoration/restitution
 - e. Confiscation and forfeiture of inappropriate item(s)
3. Multiple infractions, vandalism or egregious misuse may result in:
- a. Extended or permanent loss of privileges
 - b. Confiscation and forfeiture of inappropriate item(s)
 - c. Restoration/restitution
 - d. Administrative and/or Board of Education action, including possible suspension
 - e. Legal action
 - f. Notification to law enforcement

**Sunset Ridge School District 29
Grades K-8 AUP Agreement & Pledge**

I agree to use all school technology resources correctly and responsibly. This includes computers, tablets, mobile or handheld devices and associated equipment, as well as personal devices used in the school environment. I agree to follow all AUP Rules.

I promise to:

1. Use the school's equipment carefully and responsibly.
2. Use appropriate language in all communication.
3. Work only on the projects and activities that are school related and approved by my teacher.
4. Keep personal information about others and myself private.
5. Follow AUP rules regarding the use of personal devices during school hours.
6. Keep my passwords secure, only use my files and folders, and not compromise content created by others.
7. Tell my teacher if I read or see something on the computer, tablet, mobile or handheld device that is inappropriate.
8. Never bully, ridicule or harass others. I will not record, view, send, post or display inappropriate or hurtful messages, pictures or videos.
9. Never damage or tamper with the school technology system or equipment belonging to other people.
10. Obey copyright rules.
11. Never attempt to hack, bypass, destroy, modify or overload any school technology resources, security systems or filtering systems in any way.

I understand that if I break any of these promises, I can lose the privilege to use technology resources. I may have to pay for damages and possibly face additional consequences.

Parent and Child Acknowledgement and Signatures

Please complete this form and return it to your child's teacher by Tuesday, September 1, 2015.

I have read and discussed the AUP Rules and Agreement with my child.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

I will follow all AUP Rules for technology and will keep the above promises.

Student Name (Sign or Print): _____

Teacher: _____ Date: _____ Grade: _____